Course Menu

The Course Menu appears on the left side of a Course and contains links to materials and tools within the Course. You can customize the appearance of the Course Menu, the content and tools available to users. The course menu can be collapsed, expanded or hidden to allow more room for content.

Understanding the Course Menu

1. **Subheader:**
   A subheader is unlinked text. You can group related links under a subheader to help users find information quickly.

2. **New Course Menu Item**
   This menu item will not appear to students if there is no content in the area.

3. **Divider:**
   A divider is a line that visually divides the course menu to help users find information quickly. After you create it, you can move it to the appropriate position.

1. To leverage your instructor controls, click the Edit Mode button to the "On" position. The "On" position is instructor view and the "Off" position is student view.
2. New Course Menu items can be added by clicking on the (plus) at the top of the menu and selecting the content / item to be added.

3. Give your new area a name. If you want to make the item available to students immediately, check the "Available to Users" check box. Otherwise, you can un-hide the item when you're ready. Click Submit to create the item.

4. The newly created item will default to the bottom of the course menu. You can move the item(s) up or down by using the vertical arrows to the left of the course menu to drag the item(s) into position. The square icon with the dashed lines indicates the link is currently empty and content has not yet been loaded.
5. The circular arrow is an action link to a contextual menu which provides access to options for each menu item. A square with a hash mark through it indicates the link is currently hidden from the students’ view. Use the Action Link to hide/un-hide a link.

6. To add content to the item, click on the content link.

For additional support, visit http://uhd.edu/bbhelpform